



W-2 C Process

The process for creating W-2Cs and W-3Cs in KHRIS changed from previous years beginning with tax year 2011. Beginning with 2011, requests for W-2Cs are received by the Personnel Cabinet and processed in KHRIS. The following steps outline the W-2C procedure:

W-2 C Process

1. The agency becomes aware of the need for a W-2 C either through their own discovery or notification by employee of an error on the W-2. The agency submits a Business Request with a W-2 C adjustment form, a link to which can be found on the Personnel Cabinet's Human Resource Administrator website under Resources>Processes.
2. The Business Request will be forwarded to the Payroll Branch. The request will be assigned to a consultant. The request's progress is tracked.
3. The consultant will work with the agency to verify the need for a W-2 C and any actions required (including if SAS-27 or ROP form needed)
4. If a ROP or SAS-27 is needed, these must be created and submitted before the W-2C is created
5. If a ROP refunds excess FICA to an employee, the employee must sign an affidavit that he or she will not pursue a refund from the SSA. See DSLG-1 form, a link to which can be found on the Personnel Cabinet's Human Resource Administrator Time and Payroll information page, as well as here: [Refund Certification Form](#) (Word - KB)
6. The agency and consultant will verify the accuracy and completeness of the W-2C adjustment form
7. The consultant working with the correction collects the adjustment form, copies of any manual documents (such as ROP or SAS-27), and affidavit if applicable
8. The adjustment will be entered in KHRIS by the Personnel Cabinet Payroll Branch. The W-2Cs and W-3Cs are generated in KHRIS according to the calendar. Copies are provided to the agency for distribution to the employee.
9. The payroll branch will provide copies of the documentation, affidavit, and PDF copy of W-2 C and W-3 C promptly to the State Office for Social Security Coverage and Reporting Branch in the Finance and Administration Cabinet.
10. The magnetic file is submitted to tax authorities by the Personnel Cabinet.

The dates for W-2C and W-3C runs are on the KHRIS Calendar online, available here: (update link to calendar)

Related Documents:

W2 Corrections Adjustment Worksheet

Refund Certification Form